

**Schedule 2  
COMMISSIONING SPECIFICATION**

**dated:**

**1. Editorial Specification**

<b>Independent Production Company</b>	[                                    ]																																	
<b>Working Title</b>	[                                    ]																																	
<b>Series Number</b>																																		
<b>Delivery Date (time being of the essence)</b>	<b>xx/xx/20xx</b> <b>NB see Section 6 below for full delivery details</b>																																	
<b>Genre</b> <i>Please select genre and sub genre if appropriate</i>	<table border="1"> <tr> <td><b>GENRE</b></td> <td><b>COMMISSIONING DEPARTMENT</b></td> <td></td> </tr> <tr> <td><b>Drama</b> <input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td><b>Ents</b> <input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td><b>Comedy</b> <input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td><b>Factual</b> <input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td><b>Daytime</b> <input type="checkbox"/></td> <td>Ents <input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Factual <input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Children's</b> <input type="checkbox"/></td> <td>Drama <input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Fact-Ent <input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Pre-school <input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>News</b> <input type="checkbox"/></td> <td></td> <td></td> </tr> </table>	<b>GENRE</b>	<b>COMMISSIONING DEPARTMENT</b>		<b>Drama</b> <input type="checkbox"/>			<b>Ents</b> <input type="checkbox"/>			<b>Comedy</b> <input type="checkbox"/>			<b>Factual</b> <input type="checkbox"/>			<b>Daytime</b> <input type="checkbox"/>	Ents <input type="checkbox"/>	<input type="checkbox"/>		Factual <input type="checkbox"/>	<input type="checkbox"/>	<b>Children's</b> <input type="checkbox"/>	Drama <input type="checkbox"/>	<input type="checkbox"/>		Fact-Ent <input type="checkbox"/>	<input type="checkbox"/>		Pre-school <input type="checkbox"/>	<input type="checkbox"/>	<b>News</b> <input type="checkbox"/>		
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<b>Co production partners (if known) and any editorial requirements</b>																																		
<b>No of Eps x Duration (including opening and closing credits)</b>	[Eps_dur]  In accordance with the applicable BBC Guidelines: <a href="http://www.bbc.co.uk/commissioning/tv/production/articles/technical-requirements">http://www.bbc.co.uk/commissioning/tv/production/articles/technical-requirements</a>  <a href="http://www.bbc.co.uk/commissioning/tv/production/articles/credits-branding-trademarks">http://www.bbc.co.uk/commissioning/tv/production/articles/credits-branding-trademarks</a>																																	
<b>Pre/post watershed (delete as appropriate)</b>	Pre watershed / Post watershed																																	
<b>Format/ Style</b> <i>Drama – series/ serial/ single/ 2 parter/ Event</i> <i>Ents – studio show/ single camera loc/ multi camera loc</i> <i>Factual - Ob doc, drama doc,factual entertainment, authored film etc</i>	CATEGORY																																	
<b>Topicality</b> <i>Please specify any relevant tie-ins: e.g exhibitions, book launches, DVD releases, anniversary etc</i>	Topical <input type="checkbox"/> Non Topical <input type="checkbox"/> Tie ins details <input type="checkbox"/>																																	
<b>Editorial Brief / Synopsis</b>	[ synopsis ]																																	

(include target age group if applicable)	
<b>Editorial compliance considerations</b> Potential editorial issues relating to compliance with the BBC Editorial Guidelines that either will or may foreseeably arise in connection with the Programme, and how these will be addressed, following discussions <sup>1</sup> between the Producer and the BBC Editorial Representative:	[None] [Brief details]
Does on-screen talent (or their agent) have an ownership or management relationship with the Producer?	Yes / No
BBC Managed Risk Programme List	[Not Applicable] [Programme to be included on the BBC Managed Risk Programme List – include brief details]
Are any sources of finance for the production of the Programme covered by the <a href="#">BBC policy on location and production incentives for independent productions</a>	[Y] [N] [Anticipated] [Not anticipated]
Please confirm that the person who signs this Commissioning Specification is also the person within the company who is, or would be, responsible for ensuring compliance with this policy (whether any such funding is anticipated upon commission of the Programme, or becomes identified at a later point prior to delivery of the Programme).	[Y]
If not, please provide the name of the person who is taking such responsibility.	[name of alternative company executive who is taking responsibility]
<b>Health and Safety</b> BBC Health and Safety approval and risk level:	<b>To be completed by BBC</b> Period of approval: 3 years expiring on [ ] Risk level assigned: Standard
Did significant accidents or incidents (for example those defined by RIDDOR or similar) arise during any previous production for the BBC?	Yes / No [if yes please give details including what action has been taken]
Working excessive hours often contributes to stress and accidents, particularly if coupled with driving. Do you anticipate long working hours on this production, and if so how will you mitigate against this?	
Please confirm if this production involves any <a href="#">Hazardous Activities</a>	Yes / No [if yes please give details and contact BBC Safety]
Please indicate whether the production involves travel to a Hostile Environment (HE) or other <a href="#">High Risk</a> ? If high risk and/or an HE, please email the BBC High Risk Team <a href="mailto:safetyhighrisk@bbc.co.uk">safetyhighrisk@bbc.co.uk</a>	N/A or [insert name of member of BBC High Risk Team]
Name of person responsible for Health and Safety on this production/series	

<sup>1</sup> As recorded in full in separate notes kept by both the Producer and the BBC Editorial Representative

Which individual or company is the competent source of advice for the Producer in relation to health and safety on this production and what is their qualifications/experience?  NB - Please include their contact details, qualifications and/or experience.	
"Is your company signed up to "Albert"? (the new carbon calculator for the TV industry) <a href="http://www.bbc.co.uk/responsibility/environment">http://www.bbc.co.uk/responsibility/environment</a> To contact the Albert Team: <a href="mailto:Albert@bbc.co.uk">mailto:Albert@bbc.co.uk</a>	Yes / No <a href="http://www.bbc.co.uk/responsibility/environment/albert-plus">http://www.bbc.co.uk/responsibility/environment/albert-plus</a>

## **2. Creative Brief**

	<b>Brief</b>
<b>Writer Brief</b>	- Single writer/ co-writers / team writing - Approved Scripts - date of accepted draft
<b>Directorial Brief</b>	All relevant creative information - Style of direction, etc
<b>Design Brief</b>	Set/fx/ props – standard high
<b>General Casting Brief</b>	- Casting aspirations (Stars high/low, new talent), - Number of Core Cast - Number of guest parts per episode - On-screen portrayal - No. of Extras - Accents - Child Talent, please specify
<b>Diversity &amp; Inclusion</b> Diverse representation on and off screen is extremely important to the BBC. By 'diversity' we mean reflecting modern Britain in all its cultural, social, age, gender and geographical richness as well as ensuring representation of disabled people and ethnic minorities. (Diversity to be reflected where editorially and/or practicably possible.)  <b>Does your company have a Diversity &amp; Inclusion Policy?</b>	Yes  <b>Please note that we expect ALL BBC suppliers to have a Diversity and Inclusion Policy by the 31<sup>st</sup> of December 2016.</b>  If you do not currently have a policy, a template is available from the Creative Diversity Network (CDN), here: <a href="http://creativitydiversitynetwork.com/template-equality-and-diversity-policy-2/">http://creativitydiversitynetwork.com/template-equality-and-diversity-policy-2/</a>
Has a formal conversation about Diversity on this programme/series taken place between the Executive Producer(s) and Commissioning Editor (and as required, supported by the BBC Diversity & Disability experts) to help address under-representation and/or the BBC's aims to promote Diversity detailed in the <a href="#">BBC Content Diversity &amp; Inclusion Commissioning Guidelines</a> : a) On Screen:  b) Off Screen:	
<b>Music Brief</b>	All Creative information inc Recordings or Source music (Must be clearable for use on bbc.co.uk)
<b>Period / contemporary</b>	
<b>Adaptation / original</b>	

### 3. Production Brief:

#### i) Pre-Production

Pre-production	1 <sup>st</sup> Day	Last Day
Length and nature of total pre-production (in weeks)		

#### ii) Production

Filming type	Single-camera	Studio	Location
	Multi camera	<input type="checkbox"/>	<input type="checkbox"/>
	Two camera shoots	<input type="checkbox"/>	<input type="checkbox"/>
	Pre-recorded	<input type="checkbox"/>	<input type="checkbox"/>
	Live	<input type="checkbox"/>	<input type="checkbox"/>
	As-live	<input type="checkbox"/>	<input type="checkbox"/>
	Other- please specify		
Secret Filming	Yes / No		
Hidden Camera	Yes / No		
Use of CCTV	Yes / No		
Inserts – pre-existing programmes or specially shot VT	London / Non-London Minutes per show / percentage		
Videotape/film	DV	<input type="checkbox"/>	
	Digi	<input type="checkbox"/>	
	HD	<input type="checkbox"/>	
	Super 16mm	<input type="checkbox"/>	
	Other - please specify :		
Geographical location of filming	<b>UK</b>		
	London based (within M25)	<input type="checkbox"/>	No of Days <input type="checkbox"/>
	Non-London based	<input type="checkbox"/>	<input type="checkbox"/>
	Fixed location	Yes / No	
	Name/s of Location/s (if known)	_____	
	<b>Foreign Filming</b>		
	Country	_____	
	No of Days	<input type="checkbox"/>	
	Hostile Environment	<input type="checkbox"/>	
	- Mandatory Health & Safety Approval	<input type="checkbox"/>	
Visa required	Yes / No		
Principal Photography	1 <sup>st</sup> Day	Last Day	
Studio to Location Ratio	Number of days on location	Per Ep.	Total
		<input type="checkbox"/>	<input type="checkbox"/>
	Number days in Studio	<input type="checkbox"/>	<input type="checkbox"/>
No. of Shooting Blocks			

<b>Telephony services</b>	Details:  Service Provider: _____  Employee responsible for the operation of the telephony services within the programme in accordance with the production agreement and BBC Guidelines: _____
<b>Other technical requirements</b> <i>Please provide details</i>	Satellite links                      Yes / No Online                                      Yes / No Other                                        Yes / No Details _____
<b>Prize funds for Quiz or Game Show</b>	
<b>Archive</b>	Type and Amount
<b>Special Effects</b>	[Range and scale of effects]
<b>Stunts</b>	[Range and scale]
<b>Other specific production elements (if any)</b>	
<b>Any additional insurance required pursuant to General Term 8.1.1(b)</b>	

### iii) Post Production

<b>Post production</b>	1 <sup>st</sup> Day	Last Day
<b>Post Production Brief</b>	All relevant creative information, to include name of Laboratory / Facilities House / Sound recording studios/ as appropriate - Style of cut/edit - Vis fx/additional requirements/animation - Grading / On-line	
<b>Title Sequence</b>	To include designer/style/length/ etc	
<b>Graphics &amp; subtitling</b>	Amount & type	
<b>CGI and visual special effects</b>		
<b>Recaps &amp; Teasers</b>		

	<b>No. of days where applicable</b>	<b>Dates</b>	<b>Proposed BBC Executive viewing dates inc. sign off</b>
<b>Off-line</b>			
<b>On-line</b>			
<b>Grade</b>			
<b>Dub</b>			

#### 4. Key Approvals:

The BBC requires approval of the identity and/ or the agreements of the following:

	<b>Name</b>	<b>Key Agreement</b> (the terms of which must be approved by the BBC in accordance with Key Terms 6.4)
<b>Format owner</b>		
<b>Key On-Screen Talent</b> To be approved by BBC if not PACT/Equity standard, as amended		
<b>Presenter(s)</b>		
<b>Writer(s)</b> To be approved by BBC if not PACT/WGGB standard, as amended under special term 3.2		
<b>Key Advisor(s)/ Consultant(s)</b>		
<b>Key Contributor(s)</b>		
<b>Director(s)</b>		
<b>Composer(s)</b>		
<b>Narrator (s)/ Voiceover(s)</b>		
<b>Source material</b>		
<b>Executive Producer(s)</b> <b>NB</b> In the event any on-screen talent is acting as an Executive Producer or if an Executive Producer represents on-screen talent, the Producer must comply with the BBC's Executive Producer policy detailed on the Commissioning Website; <a href="http://www.bbc.co.uk/commissioning/tv/production/articles/credits-branding-trademarks#executive-producer-policy">http://www.bbc.co.uk/commissioning/tv/production/articles/credits-branding-trademarks#executive-producer-policy</a>		
<b>Series Producer(s)</b>		
<b>Producer(s)</b>		
<b>Director(s) of Photography</b>		
<b>Access / Location(s)</b>		If the <a href="#">BBC Guidelines for Negotiating Access Arrangements by Independent Producers</a> cannot be met, the agreement must be approved by the BBC before signature.
<b>Telephony Service Provider</b>		
<b>Only required in exceptional cases:</b>	<b>Publicist(s)</b>	
	<b>Associate/Line/Co-producer(s)</b>	
	<b>Production Supervisor(s)/Manager(s)</b>	
	<b>Production Accountant(s)</b>	

	<b>First Assistant Director(s)</b>		
	<b>Casting Director(s)</b>		
	<b>Production Designer(s)</b>		
	<b>Costume Designer(s)</b>		
	<b>Make Up Designer(s)</b>		
	<b>Editor(s)</b>		
	<b>Script Editor(s)</b>		
	<b>Child Contributor(s)</b>		
	<b>Key post production</b>		
<b>Other</b>			

<p><b>Data Protection</b> Please identify Personal Data that the Producer will collect specifically for the purpose of making the Programme.</p> <p>Please identify if the production will involve:</p> <ul style="list-style-type: none"> <li>- a high volume of audience interaction; or</li> <li>- the processing of high risk or sensitive personal data (for example health data, children's data, criminal conviction data, financial data, political or religious data)</li> </ul> <p>In relation to this Personal Data please identify which individual is responsible for data security on the project and for ensuring that the production team are familiar with the pan-industry <a href="#">data security guidelines</a></p>	<p>[eg Personal Data relating to contestants or potential contestants]</p> <p>Yes / No [if yes please give details]</p> <table border="1" data-bbox="774 1176 1372 1243"> <tr> <td>Name:</td> <td></td> </tr> </table>	Name:	
Name:			
<p>The Producer is the Data Controller of the Personal Data unless an alternative arrangement is set out here.</p> <p>The Producer confirms that the contributors and staff involved in making the Programme will be provided with a Privacy Notice regarding use of their data and who it will be shared with as required by Data Protection regulations.</p>	<p>[set out here any alternative arrangement specific to this production]</p> <p>[If required, set out here conditions the Producer must comply with in relation to Personal Data if not the Data Controller]</p>		
<p>Will any <b>children or young people</b> be present or otherwise involved during production?</p> <p>If answer is either [Yes] or [Potentially]; please ensure you are aware of the <a href="#">BBC's guidance</a> and complete the following sections (a) – (d)</p> <p>Online training courses: 'Working with Children 2015' and 'Informed Consent' are available from the BBC Academy: please speak to your</p>	<p>[No<sup>2</sup>]</p> <p>[Yes – supply details:]</p> <p>[Potentially – supply details:]</p>		

<sup>2</sup> If the position changes during production, the steps outlined if the response had been 'Yes' or 'Potentially' must be followed in discussion with the BBC Editorial Representative.

Business Affairs contact for access.	
<b>(a)</b> Please confirm the name of the company officer responsible for the welfare of any children present or otherwise involved with this Programme	[ Name ] [N/A]
<b>(b)</b> Please confirm that all Production Personnel who will come into contact with the children/young people are or will be familiar with the <a href="#">BBC's Child Protection Policy</a> and with the <i>BBC Editorial Guidelines Section 9: Children and Young People as Contributors</i>	[Confirmed] [N/A]  For any queries regarding the BBC's Child Protection Policy please contact your BBC Editorial Representative.
<b>(c)</b> If either: - during the editorial compliance discussions outlined above it is agreed to hold a separate compliance meeting; and/or - during the course of production, activities affecting compliance occur and were unknown at the time of the earlier compliance discussion(s), the Producer will raise these with the BBC Executive Producer any actions or measures agreed to be taken shall form part of this Agreement.	[Agreed to hold separate compliance meeting/discussion as follows: In attendance: Date: ]
<b>(d) Child Licensing (where applicable to the Programme)</b> Please confirm that the person who signs this Commissioning Specification is also the person within the company who is responsible for ensuring compliance with the Children (Performances) Regulations 1968 (as amended), and if not, please provide the name of the person who is taking such responsibility.	[N/A] OR [Confirmed] OR [Alternative name]

## **5. The Production Account**

<b>Bank</b>	
<b>Branch</b>	
<b>Name of Account</b>	
<b>Account Number</b>	
<b>Sort Code</b>	

## **6. Delivery and technical Requirements**

<b>Rushes</b> (if applicable)	Name of BBC executive rushes are to be sent to and frequency
<b>Delivery date for other technical requirements</b>	On-line / interactive elements
<b>Delivery Format</b> (in accordance with details)	File Delivery



on Delivery Schedule)	
<b>Widescreen Requirements: Is there anything not widescreen?</b>	[N/A]
<b>Programme Stills</b>	<p>Publicity Stills:</p> <p>You are required to deliver:</p> <ul style="list-style-type: none"> <li>- <b>20</b> iconic images that best represent the whole series and,</li> <li>- for each episode, <b>20</b> further stills of key scenes/characters</li> </ul> <p>Any extras may be of use to BBC online so please do not discard them.</p> <p>It may be that the BBC only requires five iconic images and five further stills per episode. Please contact <a href="mailto:BBCPictureDesk@bbc.co.uk">BBCPictureDesk@bbc.co.uk</a> for confirmation of the number of images you should provide and any further queries.</p> <p>Children's productions should contact BBC Picture desk in the first instance. Nations and Regions productions should contact the press office of the Nation or Region concerned.</p> <p>Programme stills must be delivered no later than <b>10 working days prior</b> to the Delivery Date. The nature of the Programme may mean that this timescale is unrealistic, in which case please discuss and agree an alternative with the BBC.</p> <p>All stills must conform to the BBC's picture guidelines:</p> <ul style="list-style-type: none"> <li>- <a href="#">BBC Pictures' guide to Publicity stills</a></li> <li>- <a href="#">Pictures compliance guidance note</a></li> </ul> <p>Please deliver a combination of landscape and portrait format images and include a caption list in accordance with the BBC's <a href="#">Publicity Stills caption list</a>.</p> <p>All stills provided to the BBC must be shot to a professional standard in a combination of landscape and portrait formats and delivered in digital format at as high a resolution as possible - ideally JPEGs at 35Mb 300 dpi. Screen grabs are not acceptable unless agreed beforehand and in exceptional circumstances.</p> <p>The copyright of all the images including any archive material and logo/title card delivered must be cleared so that the BBC has the right to distribute the images as part of the non-commercial publicity and promotional material relating to the Programme only in any media, including use on all the various BBC multiplatform public services.</p>
<b>Promotional preview copy</b>	<p>Full programmes should be uploaded directly to the <a href="#">BBC Previews website</a> to an FTP account using software such as Filezilla or similar:</p> <p>File type: MP4</p>

	<p>Compression/Codec: H.264  Data Rate: Minimum 750kbps - Maximum 1 Mbps.  Sound: MPEG-4 AAC, Stereo, Auto, maximum 160kbps (or other compatible MPEG-4 audio)  Frame Size: Must be 16/9 – 640 x 360  Enable 'Fast streaming'/'fast start'/'quick streaming'</p> <p>For more information and for any queries regarding delivery please contact the team at <a href="mailto:previews.unit@bbc.co.uk">previews.unit@bbc.co.uk</a></p>
<p><b>Clips of the Programme</b></p> <p><b>ONE</b> clip per episode  <b>ONE</b> clip for the whole series</p> <p>A .mov file or DVD with timecodes (and also guiding lines) for the clips</p>	<p>The clips are to be used principally for promotional purposes such as the purposes of online listings and audience navigation applications. Accordingly, the content should present the key moment or essence of the episode/series to capture the interest of a potential viewer, and should be fully cleared and approved by the BBC Editorial Representative.</p> <p>Metadata with the clips title, short and longer descriptions</p> <p>Clip compliance form signed off by the BBC Exec, Series Producer or Producer</p> <p>To be sent to Short Form Video Team:  <a href="mailto:shortformvideoteam@bbc.co.uk">shortformvideoteam@bbc.co.uk</a></p> <p>Find details of <a href="#">programme website clip length and contents</a>, or as otherwise directed by your Business Affairs contact.</p>
<p><b>Production Credit</b>  <b>Position:</b> Same card as the Copyright Notice or such other position as may be advised by the BBC  <b>Size:</b> The size of the Production Credit and the Producer's company logo (if any) shall be determined in accordance with the BBC's Credit and Branding Guidelines for BBC television programmes and for Radio Times (set out on the BBC Commissioning Website)</p>	<p>"A [ ] PRODUCTION FOR BBC"</p> <p>(such credit to include the BBC's Corporate Logo or such other notice as may be advised by the BBC)</p>
<p><b>Credits</b></p>	<p>Refer to <a href="http://www.bbc.co.uk/commissioning/tv/productio n/articles/credits-branding-trademarks">http://www.bbc.co.uk/commissioning/tv/productio n/articles/credits-branding-trademarks</a> for BBC guidelines</p>
<p><b>Special Credit Requirements (subject always to General Term 10):</b></p>	<p>[BBC Editorial Representative to be credited as 'Executive Producer for the BBC']</p>
<p><b>Copyright Notice</b></p>	<p>CopyrightNotice [Year]</p>
<p><b>Stages for Progress Reporting as required under General Term 7.7:</b></p>	<p>[As set out at Special Term 2.3]</p>

## **[7. Regional Production]**

Regional Production Criteria	Ofcom Macro Region
<p><b>A. Substantive business and production base.</b>            base will be taken to be substantive if it is the usual place of employment of executives managing the regional business, of senior personnel involved in the production in question, and of senior personal involved in seeking programme commissions)</p>	<p><i>[Within M25            South of England            Midlands and East Anglia            North of England            Various Out of London            Northern Ireland            Wales            Scotland]</i></p>
<p><b>B. Location of production budget spend</b>            To qualify towards the criteria for a Regional Production at least 70% of the production budget (excluding the cost of on-screen talent, archive material and copyright costs) must be spent in the UK outside the M25.</p>	<p><i>[Within M25            South of England            Midlands and East Anglia            North of England            Various Out of London            Northern Ireland            Wales            Scotland]</i></p>
<p><b>C Location of production talent spend</b>            To qualify towards the criteria for a Regional Production at least 50% of the production talent (i.e not on-screen talent) by cost must have their usual place of employment in the UK outside the M25. Freelancers without a usual place of employment outside the M25 will nonetheless count for this purpose if they live outside the M25</p>	<p><i>[Within M25            South of England            Midlands and East Anglia            North of England            Various Out of London            Northern Ireland            Wales            Scotland]</i></p>

.....  
 Signed by  
 On behalf of the BBC

Print name:

Job title:

.....  
 Signed by  
 On behalf of the Producer

Print name:

Job title: